



Charlotte Fire Department Fire Marshal's Office

Minimum Guidelines For Temporary and Final Certificates of Occupancy

Temporary Certificate of Occupancy (TCO) for "Shell Buildings":

Electrical Power:

Permanent electrical power is required for all TCO's and testing of life safety systems. Such systems cannot be tested from saw service or other temporary power supplies.

Fire Pump:

Pump(s) must be installed, certified by the manufacture, and accepted by CFD (paperwork only). Pump room and or enclosure shall be provided with heat to maintain room temperature to a minimum of 40 degrees.

Fire Hydrants:

Hydrants shall be installed, tested, and approved by CFD. *Private* hydrants shall be properly color coded (consult with your inspector).

Underground Fire Line Certification:

Material and Test Certificate shall be provided for all underground piping for fire lines.

Backflow Device:

Devices shall have tamper switches installed, and enclosure shall be provided with heat to maintain a minimum temperature of at least 40 degrees.

Fire Access Roads:

Roads shall be of an all-weather surface and shall be capable of supporting a minimum of 80,000 lbs. Roads shall provide a minimum clear width of 20' and provide access to all buildings to within 150' of all exterior walls at the level of Fire Department access (200' for buildings protected throughout with a fire sprinkler system).

Fire Standpipe Systems and Hose Stations:

The Fire Department shall witness and subsequently approve the acceptance test on the standpipe system, and fire pump if applicable. The installer shall be responsible for providing equipment necessary for such test (i.e. hose, testing apparatus such as Hose Monster, etc.) This test will also include the use of a Fire Department engine company to flow through the standpipe for a second test. The fire official in charge of issuing the Certificate of Occupancy (final or temporary) will schedule this test. All required fire department hose valves shall be installed and fitted with approved caps.

Fire Sprinkler Systems:

An above ceiling inspection is required by the fire official prior to concealment of fire sprinkler piping. All sprinkler piping, sprinkler heads, and all associated valves, tamper switches, etc. shall be installed, and all flow, tamper and supervisory alarms shall report to the fire control panel with UL Central Station monitoring in place.

All fire sprinkler heads shall be free of any foreign material (dry wall mud, paint, etc.) or obstructions.

For unfinished areas, the same provisions apply and additionally, sprinkler heads in these “unfinished spaces” must comply with NFPA 13 with regards to head location and spacing (including distance from roof deck or ceiling). The **only** materials allowed in unfinished spaces shall be directly related to the construction process.

The fire department connection (FDC) shall have proper caps in place, proper nameplate or signage, and shall remain unobstructed with direct access thereto.

Fire Alarm Systems:

All required fire alarm system devices shall be installed, tested and certified by the installer, with an acceptance test witnessed and approved by the fire official. This shall include all fire sprinkler tamper, supervisory and flow alarms. Fire alarm system shall have monitoring by a UL Central Station in place. For unfinished and/or vacant tenant or office spaces, there shall be a minimum 1 (one) notification fire alarm appliance installed and operable.

Egress Components:

All emergency lights and exits light shall be installed per the approved plans, with certification provided by the installer. Additionally, the fire official will also witness a test of the emergency lighting units.

All exit doors shall be fully operable with approved hardware installed, and access to exits and interior of exit stairways shall be free of construction debris. Exit discharge doors shall lead to an unobstructed path to the public way.

Knox Key Box:

A Knox key box containing keys for all exterior doors and room(s) for fire and life-safety system controls (fire alarm control panel, fire sprinkler riser room, fire pump room, etc.) shall be installed at a location approved by the fire official.

Signage/Markings:

The building shall be posted with the street address number and number shall be a minimum size of inches, and shall face the street for which the building is addressed. If building is more than 50 feet from drive or access road, size of street number shall be increased 1 inch for every 10 feet over 50 feet.

All electrical or mechanical rooms shall be labeled as such.

Temporary Certificate of Occupancy for up-fits of stores/restaurants, and similar applications:

In some cases such as new restaurants, retail stores, office-type occupancies, etc., a TCO may be warranted for the purpose of training employees on cooking equipment and procedures, assembly and installation of new shelving and office equipment, or similar functions. In this case, compliance with ALL items indicated for shell buildings (above) is required. Additionally, any commercial cooking equipment and associated fire suppression systems, or any other secondary extinguishing system shall be installed and fully tested and approved. This shall include these systems being tied into the fire alarm notification system, if applicable.

Final Certificate of Occupancy:

In addition to all items indicated above, all construction material shall be clear from building and any required Operational Permits shall be issued by the fire official. All fire and life-safety certification documentation shall be completed and provided to the fire official.